



**Planning & Development
Department
PLAN OF DEVELOPMENT**
Can be Used for Related Major Amendments and
Modifications of Stipulation Applications



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INTRODUCTION AND PURPOSE

The Plan of Development process is required for all zoning districts that have Planned Development (P.D.) Overlay zoning. The Plan of Development involves a site plan, Narrative Report, and other supporting documentation. Approval of a Precise Plan of Development is required before any development of property designated with the "P.D." Overlay can occur.

The principal purpose of the Planned Development (P.D.) Overlay zoning district is to "establish a basic set of conceptual parameters for the development of land and supporting infrastructure, which is to be carried out and implemented by precise plans at the time of actual development. Conceptual plans should describe the general land use concept being proposed, along with information necessary to identify the nature, scale, intent and impact of development. Precise plans shall refine the concept proposal to a detail level for actual development."

The use, height, yard, intensity of use, parking, loading and unloading, and any additional regulations shall remain the same as specified in the primary zoning district.

P.D. Overlay Zoning may be added to any application by either the Planning and Zoning Commission or by the Board of Supervisors without a petition or other notice, as part of the process.

PROCESS

Before development of any property designated with the "P.D." overlay can occur; a Precise Plan of Development shall be submitted and approved by the Board of Supervisors, upon review and recommendation by the Planning and Zoning Commission.

Review and approval of a Plan of Development may be completed as either one process (direct submittal of a Precise Plan of Development) or as two separate processes (submittal of a Concept Plan of Development and a later submittal of a Precise Plan of Development). Both the Concept plan and the Precise plan follow the same process.

A Special Use - Plan of Development, a Unit Plan of Development, or a Preliminary Plat for a conventional single-family detached subdivision may be substituted for the required precise plan.

Please note that although a Precise plan should be generally consistent with the approved Concept plan (if applicable), approval of a Concept Plan of Development does not guarantee approval of a Precise Plan of Development.

FILING AN APPLICATION

To submit an application, the following information is required (specifics for each item are included in the application packet):

1. A completed and signed application form. A "Property Owner Authorization" form must also be completed if the applicant is not the property owner.
2. Verification of ownership of the site, such as a recorded deed or a title report.
3. Application fees for Planning, Drainage Review, Flood Control and Environmental Services.
4. Photographs of the site and adjacent properties.
5. Plan of Development (also known as a Site Plan).
6. Narrative Report, describing the request, justification for the request, property and area conditions, potential impacts, proposed improvements, services, utilities, etc.
7. Other information such as building elevations and details, sign details, landscape plans, a drainage report and/or a traffic impact study.

TECHNICAL ADVISORY COMMITTEE (TAC) REVIEW

After a complete application is submitted and accepted by the Planning Department, staff will forward copies of the application to members of the Technical Advisory Committee (TAC). Staff will then schedule the request for review by TAC (see attached schedule), and notify you of the actual date and time that your request is scheduled.

The Technical Advisory Committee (TAC) is composed of representatives of the County's Planning, Transportation, Drainage Review, Flood Control and Environmental Services departments, as well as representatives from any other County department, fire district, school district, City or Town, homeowner's association, or other interested party that is in close proximity or has jurisdiction over the site. You, or your representative, are required to attend the TAC meeting.



Planning & Development Department



PLAN OF DEVELOPMENT PROCESS

POST-TAC REVIEW

Depending on the comments received at TAC, the application materials (such as the Plan of Development/site plan or Narrative Report) may need revisions. The applicant must submit revised materials, reflecting the TAC comments, to the Planning Department, which will forward the revised materials to the appropriate agencies. Once staff is satisfied that the technical requirements have been met (more than one re-submittal may be necessary), the request will be scheduled for public hearing by the Planning and Zoning Commission. Staff will also make any necessary notices and prepare a staff report. Please note that compliance with comments from TAC and/or staff does not guarantee that the application may be supported or recommended for approval by staff or the Planning and Zoning Commission, or be approved by the Board of Supervisors.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission will hold a public meeting for all interested persons wishing to comment on the proposed Plan of Development. The applicant must attend this meeting, and will be asked to comment on the application, the staff report and/or any comments that are made during the public hearing. The Planning and Zoning Commission will make a recommendation for approval or denial of the request. Their recommendation may or may not concur with staff's recommendation, and may include additional requirements.

BOARD OF SUPERVISORS

The Maricopa County Board of Supervisors will hold a public meeting for all interested persons wishing to comment on the proposed Plan of Development. The Board of Supervisors will ultimately vote to approve, conditionally approve (with stipulations) or deny the request. Their action may or may not concur with the recommendation made by the Planning and Zoning Commission and/or staff.

POST-BOARD OF SUPERVISOR ACTIVITY

Once a Precise Plan of Development has been approved by the Board of Supervisors, the applicant may then obtain a Zoning Clearance and Building Permit as long as the property is in compliance with the Maricopa County Zoning Ordinance and any stipulations of approval.

APPEALS OF ADMINISTRATIVE DECISIONS

In accordance with ARS §11-810 and §11-811, you may appeal any exaction or dedication required by an administrative decision of County staff to a Hearing Officer for their review and determination. For additional information please contact staff.



Planning & Development
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PLAN OF DEVELOPMENT APPLICATION



APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

REQUEST:

Project Name: _____
Description of Request: _____
Existing Use of Property: _____
Existing Zoning District: _____
Requested Zone: _____
Related Case Number: _____

PROPERTY INFORMATION:

Address (if known): _____
General Location (include nearest city/town): _____
Size in Acres: _____ Square Feet: _____
Legal Description: Section: _____ Township: _____ Range: _____
Assessor's Parcel Number: _____
Subdivision Name (if applicable): _____

APPLICANT INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone #: _____ FAX #: _____
Email Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone #: _____ FAX #: _____
Email Address: _____

Applicant's Signature: _____ Date: _____

DEPARTMENT USE ONLY:

Case #: _____ Zoning Map#: _____ Supervisor District: _____
Date of Submittal: _____ TAC Date: _____
Fees: _____ Accepted By: _____



Planning & Development
Department

PROPERTY OWNER AUTHORIZATION



COMPLETE THIS FORM IF THE APPLICANT IS NOT THE PROPERTY OWNER

Date: _____

I hereby authorize: _____ ,

address _____ , to

file this application and to act on my behalf in regard to this request.

Property Owner's Signature: _____

Printed Name: _____

DEPARTMENT USE ONLY

Case Number: _____

Project Name: _____



**Planning & Development
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PLAN OF DEVELOPMENT
APPLICATION SUBMITTAL CHECKLIST**



Applications submitted to the Maricopa County Planning and Development Department shall include all of the exhibits, items, and information listed in this checklist. This information is required by County Ordinance or Department Staff in order to adequately review the proposal. **An application will only be accepted by the Planning and Development Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff.** Additional information detail and/or copies may be required after review by the Technical Advisory Committee (TAC). **PLEASE BE ADVISED THAT COMPLIANCE WITH TAC/STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

1. APPLICATION:

- ☐ A. Completed and signed application – 20 copies
- ☐ B. Signed "Property Owner Authorization" form (if the applicant is not the owner) – 2 copies
- ☐ C. Proof of ownership (deed, etc.) – 2 copies
- ☐ D. List and mailing labels for the applicant, property owner, and other persons to keep informed of the project's status.

2. SITE PLAN:

- ☐ A. 8-1/2" X 11" paper copy of site plan – 1 copy of each sheet (page)
- ☐ B. 24" X 36" (maximum size) **folded** copies of site plan – 20 copies

Site plan is to include the following information:

- ☐ 1. Project name
- ☐ 2. Date of plan and dates of any subsequent revisions
- ☐ 3. Vicinity map with location of site
- ☐ 4. Title block identifying owner, developer, engineer, and/or applicant
- ☐ 5. Site dimensions/boundaries
- ☐ 6. North arrow and scale (written and graphic)
- ☐ 7. Site summary table:
 - Gross acreage
 - Net acreage
 - Existing zoning and/or land use
 - Proposed zoning and/or land use
- ☐ 8. Request
- ☐ 9. Legal description
- ☐ 10. Street names, existing and proposed, along with right of way dimensions for all existing and proposed streets. Show proposed cross-sections.
- ☐ 11. Access points with centerline dimensioned from property corner.
- ☐ 12. Dimensions of all driveway widths and distances between driveways.
- ☐ 13. Each use identified:
 - Dimensions of each structure
 - Dimensions between structures
 - Distances from property lines
 - Lot coverage
 - Building height and square footage
- ☐ 14. Parking areas:
 - Dimensions and angles
 - Surfacing and/or paving materials
 - Vehicle storage areas



**Planning & Development
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APPLICATION SUBMITTAL CHECKLIST**



- Loading spaces or zones identified
 - Required & proposed parking spaces (including handicapped-accessible)
- ____ 15. Adjacent property owners, uses, zoning and parcel numbers
- ____ 16. Name of school district the project is located within
- ____ 17. Utility commitment table
- ____ 18. Location of all utilities (existing and proposed)
- ____ 19. Signs:
 - Location, size, height and type
 - Elevations of each sign
 - Source of illumination
 - Area and number allowed/area and number requested
- ____ 20. Location of all recorded/proposed easements
- ____ 21. Type of screening (i.e. walls and plantings)
- ____ 22. Existing and proposed contours
- ____ 23. Location of landscaping and retention areas
- ____ 24. Typical landscaping section
- ____ 25. Location, height and type of outdoor lighting. Note compliance with Section 1112 of the Zoning Ordinance in regard to outdoor lighting.
- ____ 26. Show the location of all proposed and existing fire hydrants, water supply, storage and pressures.

3. NARRATIVE REPORT: (Brief explanation of the project. 20 copies – 8-1/2" X 11" paper. Underlined wording indicates a section heading.

- ____ A. Title page – include project name, general location, and vicinity map
- ____ B. Purpose of Request
- ____ C. Description of Proposal, including proposed uses(s)
- ____ D. Relationship to Surrounding Properties
- ____ E. Explanation of how the proposed development will benefit the community or area
- ____ F. Discussion of recent changes in the area of your request that support the application request (i.e. adoption of city or town plans, subdivision approvals, surrounding development, etc.)
- ____ G. Location and Accessibility
- ____ H. Circulation System (on & off) – include proposed improvements or dedications
- ____ I. Development Schedule (phasing)
- ____ J. Community Facilities and Services (school district, parks, amenities, etc.)
- ____ K. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
- ____ L. Other information that will be helpful in evaluating the request
 - Architectural renderings and themes (descriptions)
 - Landscaping renderings and themes (descriptions)
 - Sign details and descriptions
 - Screening wall/fence details

4. PHOTOGRAPHS: All photographs to be submitted on 8-1/2" x 11" sheets. Submit photographs of the site, taken on all four corners of the property and looking inward to the property (minimum of four photographs). Also submit photographs looking out from the property taken from all four sides (2 photographs from each side – 8 photographs minimum). Additional photographs are recommended for large sites. Please label each photograph with the view, direction and date.

A site plan or key map may also be used in conjunction with the photographs, with notations showing what direction the photographs face and where they were taken.

- ____ A. 4 photographs looking inward
- ____ B. 8 photographs looking outward



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5. DRAINAGE REPORT:

- ____ A. 5 copies, plus 1 copy for each incorporated city/town within 3 miles of the project.

6. TRAFFIC IMPACT STUDY: (Please check with the Maricopa County Department of Transportation to determine the type of report required.)

- ____ A. 5 copies, plus 1 copy for each incorporated city/town within 3 miles of the project.

7. Fees

- ____ A. Amendment to Application in Process
Change that requires application re-routing to reviewing agencies \$100/amendment
- ____ B. Modification of Board Approved Stipulation (\$250/stipulation) (\$500 min, \$1,000 max)
- ____ C. Precise Plan Review; Any zoning district with previously approved concept plan does not include request for zone change (\$800+80/acre or portion thereof; \$24,000 max)
- ____ D. Concept Plan Review: Existing PD Overlay; Zone Change that Requests PD Overlay (\$200+20/acre or portion thereof; \$6,000 maximum fee)
- ____ E. Drainage Review Fee: Contact Drainage Review at (602) 506-7149. (The Drainage Review fee can be paid with application fees.)
- ____ F. Environmental Services Review Fee:
Contact Environmental Services at (602) 506-6666.
- ____ G. Department of Transportation Review Fee: \$250.
Contact (602) 506-8600 with any questions.
- ____ H. Flood Control Fee: Contact Flood Control District at (602) 506-1501.

NOTE: Other non-county agencies, such as Rural Metro Fire Department, may also have review fees; please contact them at (480) 627-6227.

8. OTHER INFORMATION: (as required by staff and/or other department or agency)

- ____ A. Title report
- ____ B. Deed restrictions (C.C. & R.'s)
- ____ C. Parcel map(s) of site and area
- ____ D. Letters of support or commitment
- ____ E. Market study
- ____ F. Landscape plans (including plant types, quantities, sizes, % coverage, ground-cove, etc.)
- ____ G. Building elevations (including material, color and treatment descriptions, etc.)

MARICOPA COUNTY AGENCY CONTACTS:

Planning and Development (Planning and Zoning):	(602) 506-1472
Planning and Development (Plan Review):	(602) 506-7147
Transportation:	(602) 506-8600
Environmental Services:	(602) 506-6666
Drainage Review (Review Fee Information):	(602) 506-7149
Rural/Metro Fire Department:	(480) 627-6627
Flood Control District	(602) 506-1501



Planning & Development Department 2006 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)		PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
Application deadlines. TAC meetings are scheduled as cases are submitted and processed. Submittal of an application on or prior to the deadline does not guarantee a spot for the noted TAC meeting.	TAC meetings. After a TAC meeting, corrections and revisions must be resubmitted through One Stop Shop (OSS), typically for a three (3) week review period.	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow review/sign off. Projects <u>WILL NOT be scheduled for a P&Z hearing without all required sign offs.</u>	This deadline refers to the last day an applicant can provide an Affidavit of Notification and Photographs to the planner. Failure to meet this deadline will likely result in not scheduling a case for a P&Z hearing. <u>Note: not applicable to some applications.</u>	P&Z meeting/hearing dates. Dates in bold indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR) where no cases are heard.	BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Owner & MCDOT signed final plat mylars (3 sets) must be received by the planner at least three (3) weeks prior to a BOS date.</u> <u>Note: the planner will obtain Assessor/Treasurer signatures.</u>
Application deadlines	TAC meetings	County Agency sign off deadlines	Affidavit of Notification and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
December 5, 2005	January 3, 2006	November 7, 2005	November 22, 2005	December 8, 2005	January 4, 2006
December 19, 2005	January 17, 2006	November 21, 2005	N/A	December 22, 2005	January 18, 2006
January 9, 2006	February 7, 2006	December 5, 2005	December 9, 2005	January 5, 2006	February 1, 2006
January 23, 2006	February 21, 2006	December 19, 2005	December 23, 2005	January 19, 2006	February 15, 2006
February 6, 2006	March 7, 2006	December 30, 2005	January 6, 2006	February 2, 2006	March 1, 2006
February 17, 2006	March 21, 2006	January 13, 2006	N/A	February 16, 2006	March 15, 2006
March 6, 2006	April 4, 2006	January 30, 2006	February 3, 2006	March 2, 2006	April 5, 2006
March 20, 2006	April 18, 2006	February 13, 2006	February 17, 2006	March 16, 2006	April 19, 2006
April 3, 2006	May 2, 2006	March 6, 2006	March 10, 2006	April 6, 2006	May 3, 2006
April 17, 2006	May 16, 2006	March 20, 2006	N/A	April 20, 2006	May 17, 2006
May 8, 2006	June 6, 2006	April 3, 2006	April 7, 2006	May 4, 2006	June 7, 2006
May 22, 2006	June 20, 2006	April 17, 2006	April 21, 2006	May 18, 2006	June 21, 2006
June 19, 2006	July 18, 2006	May 8, 2006	May 12, 2006	June 8, 2006	July 12, 2006
July 3, 2006	August 1, 2006	May 22, 2006	N/A	June 22, 2006	July 26, 2006
July 17, 2006	August 15, 2006	June 5, 2006	June 9, 2006	July 13, 2006	August 16, 2006
August 7, 2006	September 5, 2006	June 19, 2006	June 23, 2006	July 27, 2006	September 6, 2006
August 21, 2006	September 19, 2006	July 3, 2006	July 7, 2006	August 3, 2006	September 6, 2006
September 1, 2006	October 3, 2006	July 17, 2006	N/A	August 17, 2006	September 20, 2006
September 18, 2006	October 17, 2006	August 7, 2006	August 11, 2006	September 7, 2006	October 4, 2006
October 6, 2006	November 7, 2006	August 21, 2006	August 25, 2006	September 21, 2006	October 18, 2006
October 23, 2006	November 21, 2006	September 1, 2006	September 8, 2006	October 5, 2006	November 1, 2006
November 6, 2006	December 5, 2006	September 18, 2006	N/A	October 19, 2006	November 15, 2006
November 20, 2006	December 19, 2006	October 2, 2006	October 6, 2006	November 2, 2006	December 6, 2006
December 4, 2006	January 2, 2007	October 16, 2006	October 20, 2006	November 16, 2006	December 20, 2006
December 18, 2006	January 16, 2007	November 6, 2006	November 9, 2006	December 7, 2006	January 3, 2007 (tentative)
January 8, 2007	February 6, 2007	November 20, 2006	N/A	December 21, 2006	January 17, 2007 (tentative)



Planning & Development Department

DRAINAGE REVIEW REQUIREMENTS FOR CONCEPT PLAN



The concept plan must have a preliminary drainage report/plan that will show that the site has enough space allocated for drainage features (retention basins, channels, swales, and pipes). The conceptual drainage report needs to be signed and sealed by an Arizona Registered Professional Civil Engineer and should address the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.
3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the developed site. Determine volume needed and the size and location of basins.
4. **Contours** – Need to show natural and proposed contours or spot elevations on the plans.
5. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit.
6. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

FEE INFORMATION: \$500 +\$100/Acre \$5,000 Maximum



Planning & Development Department

DRAINAGE REVIEW REQUIREMENTS FOR PRECISE PLAN



A detailed drainage report with respect to hydrology and hydraulics in conjunction with grading, drainage and paving plans will need to be submitted. The final drainage plan needs to be signed and sealed by an Arizona Registered Professional Civil Engineer and should address the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.
3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the developed site. Determine volume needed and the size and location of basins.
4. **Onsite Hydraulic Calculations** – Need to show hydraulic analysis for any channels, culverts, storm drains, or street drainage.
5. **Cross Sections** – Need to show perpendicular cross-sections through the site indicating property lines, swales, retention areas, finished floors, and street details.
6. **Finished Floor Elevations** – Need to show finished floor elevation and certification note.
7. **Topography** – Need to show natural and proposed contour elevations or spot elevations.
8. **Dry Wells** – If applicable, need to submit a copy of the dry well registration before issuance of a permit.
9. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit.
10. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.

11. Fill out the following table:

Miles/Acres of Protected Natural Watercourse ¹		
Miles of Improved Watercourse or Storm Drain ²		
Acres of Retention or Detention Areas ³		

¹Miles/Acres of watercourse that is preserved in a natural state.

²Miles of watercourse that is altered by bank stabilization, channelization, and storm drain installation, or grading. Curb and gutter does not qualify as watercourse

³Acres of Retention/Detention to be constructed as drainage infrastructure.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

FEE INFORMATION:

\$1,000 + \$200/Acre \$10,000 Maximum

With TAC Hearing – Total & Additional \$75

With Public Meeting – Total & Additional \$75